



Office of Civil Rights

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GUIDELINES FOR ACCESSIBLE PRINTED MATERIALS

ACCESS NOTICES

(These notices are legally required and should be in sans serif font, 14 point type or larger)

- **All publications written for the public (programs and services brochures, flyers, reports, etc.)** – A notice that the publication is available in alternate formats upon request. This notice should include a contact telephone number and TTY number. *
- **Publications that outline government services, programs or activities in which the public participates** – A notice that reasonable accommodations will be provided upon request. The notice should include a contact telephone number and TTY number. *
- **Publications concerning a public meeting, hearing or event** -- A notice that the meeting/event location is accessible (check to ensure facility meets access codes).

For optional wording of required alternate format notices, go to Courts – Alternate Formats and Resources. The same flexibility in language applies to disability accommodations notices.

* Use TTY (not TDD) for Text Telephone (see "TTY is the Acronym for Text Telephone - But Why?" at www.metrokc.gov/dias/ocre/ttyhistory.htm). If no dedicated phone line for TTY number, then refer to TTY relay services, such as "TTY Relay: 711." Any caller may dial 711 nationwide to be connected to the nearest TTY Relay Service.

(Disability access laws do not include specifications for printed materials, allowing for flexibility; however, governmental and disability organizations sources have developed guidelines to help ensure compliance with the intent of the law.)

FONT AND TEXT

- Style: use sans serif fonts such as Arial, Helvetica, New Century Schoolbook; limit use of ornate fonts. Times New Roman and other serif fonts are more difficult for some to read.
- Size: 12 point type or larger (Large print size: 14 point type or larger upon request).
- Non-standard Type: use bold, underlining or italics only for emphasis or headers. Use all-caps sparingly.
- Background Images: generally, none; if used, be sure images do not obscure text. It is helpful to put contrasting "shadow" (positive or negative) directly under the text to increase contrast.
- Shading Behind Text: acceptable; be sure to provide adequate text-to-background contrast
- Text Around Images: for text wrapped around an image, place the image to the right of the text; a consistent margin at the left assists with easier "tracking."

PARAGRAPH

- Style: block style (one line between paragraphs) or indented first line.
- Line Width: single column not exceeding 6"; multiple columns at least 3" wide.
- Justification/Alignment: left alignment or very limited justification (Large print: left alignment only)
- Hyphenation: none or very limited.
- Leading: sufficient spacing between lines of print so lines are not crowded.

PAPER AND PRINTING

- Color Contrast: good contrast between print and background color; avoid dark or intense color paper (such as neon) or colors that are the same as or similar to ink color used.
- Paper Finish: matte (dull, not shiny -- glare can make a publication unreadable by some).
- Double-sided Copies: one-sided copying recommended for large print, unless heavy-weight paper is used.

TELEPHONE AND TTY NUMBERS

- Hyphens: use hyphens only -- no parentheses for area code.
 - TTY number: If no in-house TTY number, consider using "TTY Relay: 711."
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INTERNET RESOURCES

Effective Color Contrast, Lighthouse International
www.lighthouse.org/color_contrast.htm

Making Text Legible: Designing for People with Partial Sight, Lighthouse International
www.lighthouse.org/print_leg.htm

Note: At the Lighthouse International Web pages, please disregard the use of a serif font; sans serif font is strongly preferred by consensus of guidelines sources, as noted above.

<p>Note: Following these guidelines for accessibility will also achieve greater readability for those with English as a second language.</p>
